

Dusting off the Big Picture



by Amy Lewis Records Supervisor

Historical research and an archives program reflects institutional respect for its past, its employees, and its future.

Aaron D. Purcell, Ph.D.



Historical Project

Reasons why you need a historical project

Hunting for important documents adds excitement to a sometimes boring schedule



Reasons why you need a historical project

Moving piles of papers and artifacts keeps you in shape



Reasons why you need a historical project

Have you tried on personal protective equipment lately?



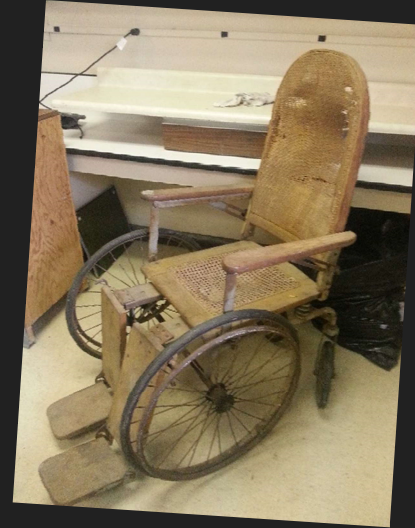
Reasons why you need a historical project

Clutter magnifies your importance (who would take care of it if you didn't?)





Everything
that was mine,
is yours



Artifacts

Historically significant material that document an institution, its people, its places, and its things.



Historical Documents

- Scrapbooks
- Newspaper Clippings
- Administrative Correspondence
- Public Information
- Other items pertaining to activities and actions



Meeting Minute Binder

[Link for more info](#)





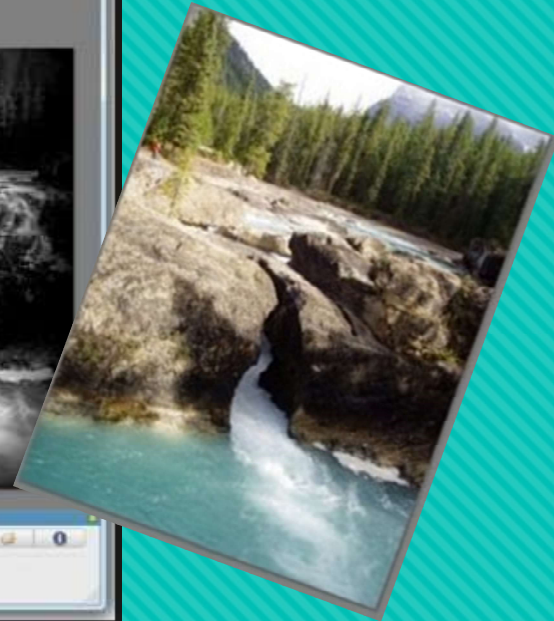
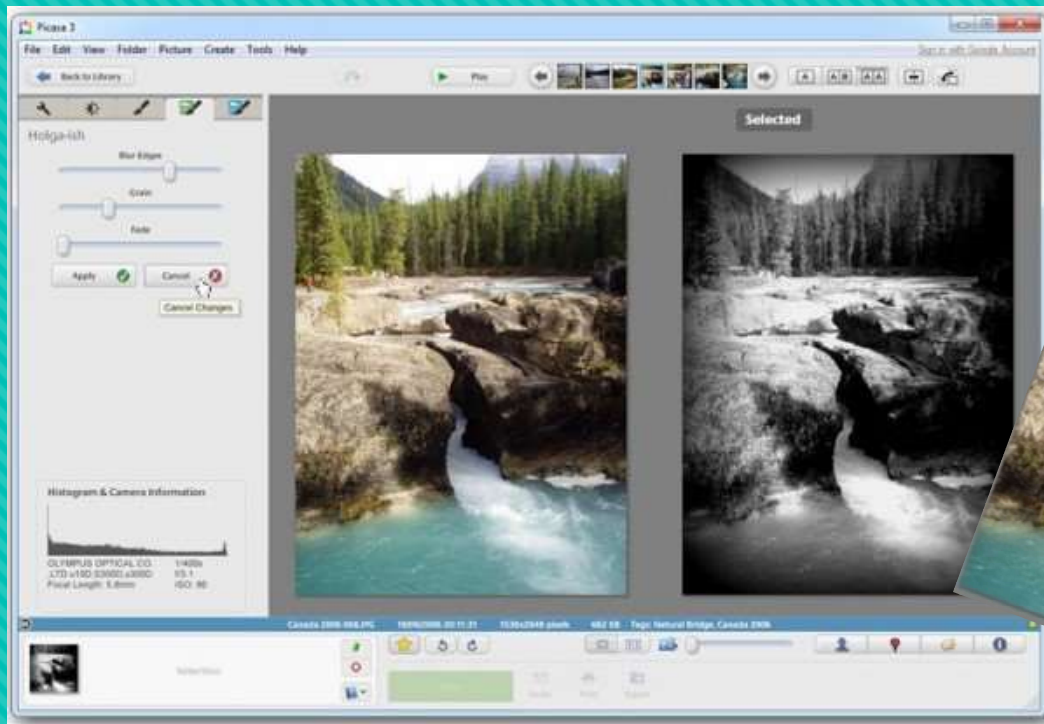
Rule of 3

Original

Digital

Copy

Somebody Stop Me...



Keep Originals both Physical Original, Digital File, Physical Stored File



Record Stays at Home

Significant Cost Savings

Tools are Accessible

WHERE TO START



What's keeping you from starting...

What does the grapevine say?

Google search:
Utah State
Developmental Center



Digital Newspapers

Start with Digital Newspapers—Gather and store information that is already out there

<https://digitalnewspapers.org/>

The screenshot displays the Utah Digital Newspapers website interface. At the top, the browser address bar shows the URL: https://newspapers.lib.utah.edu/details?id=3676142&page=3&q=utah+state+training+school&date_tdt=%5B+1929-01-01T00%3A00%3A00Z+TO+2016-12-31T00%3A00%3A00Z+%5D. The website header includes navigation links: Home, Latest Issues, About, Help, Contact, and a Login button. Below the header, the site title "Utah Digital Newspapers" is displayed. A search bar contains the text "utah state training school" with a magnifying glass icon and a link to "Advanced Search". The main content area features the title "Gunnison Valley News | 1929-01-31 | Utah Legislature Urged to Provide for Feeble-Minded". Below the title is a thumbnail image of a newspaper clipping. The clipping's headline reads: "Utah Legislature Urged to Provide for Feeble-Minded" by "Governor Dern, Welfare Organizations Clubs, and Mental Hygiene Society." The text of the clipping discusses the need for a separate institution for the feeble-minded in Utah, citing a report from the United States Bureau of Census and the Utah Society for Mental Hygiene. The clipping is displayed within a viewer window that includes a toolbar with icons for zooming, panning, and other navigation functions. On the right side of the viewer, there is a "Contents" sidebar with a list of items, including "Utah Legislature Urged to Provide for Feeble-Minded", "Local News", "Untitled", "Notice for Publication", "Oil Strike Helps Unfortunate Ones", "Local News", "Local News", "Local News", "Sheriff's Sale", and "Page 6". At the bottom of the viewer, a status bar shows the file name "tf01069022.pot" and a "Show all" button.



Designate a Workspace

Computer Worksp

- For Multiple Users
- Make sure you have all the cords needed
- Lockable cupboard or drawer
- Encrypted External Hard Dr
- No FOOD or DRINKS!

My doctor asked
me if i had
ever had a
stress test?

**YES -
i replied
IT'S CALLED
LIFE**



Simple Tools



Bulb Syringe



Screen Cleaner



Surge Protector

Simple Tools



Disposable
Gloves



Dust Mask



Archival Boxes

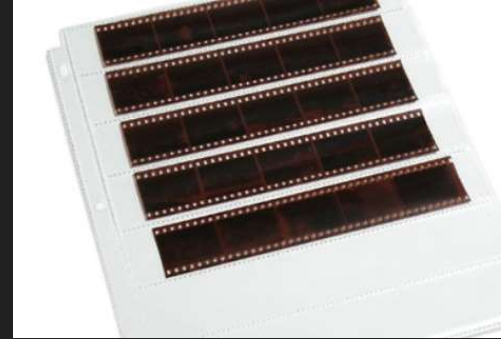
Simple Tools



Archival Folding
Box



Archival Folders



Protective Sleeves

Storing and Archiving

Simple Storage

- Archiving Folders
- Folding Boxes
 - 2.5 or 5 inch



Storing and Archiving



Clean & Dust Free

- Put things in a box, folders, rolls or sleeves
- Use storage that is big enough
 - ✓ Do not bend or fold papers to fit a container
 - ✓ Items should not hang outside of the folder.

Digitizing Imaging

Tips with Photos, Negatives and Slides



- Handle with care
- 300 dpi Resolution
- Limited to scanning to the size of your scanner
- Store file in a non-proprietary format
 - .jpg, .jpg2
 - .bmp
 - .mp4
- No Compression

Indexing

- File Naming Scheme
- Separate and Organize Subject
 - Event
 - Decade
 - Activity
- Type of Format



Options for Storing Digital Images

- Cloud Storage
- External Hard Drive
 - HIPAA Compliance Encryption
- Local Network



Storing Digital Images

- Burn a copy
- M-Disc
 - Archival storage, extended writable optical disk
- Reformat as technology changes



Sorting with Facial Recognition



- Facial Recognition Technology

- Google Photos
- Adobe Lightroom
- Picasa
- Fotobounce



Digitizing Papers

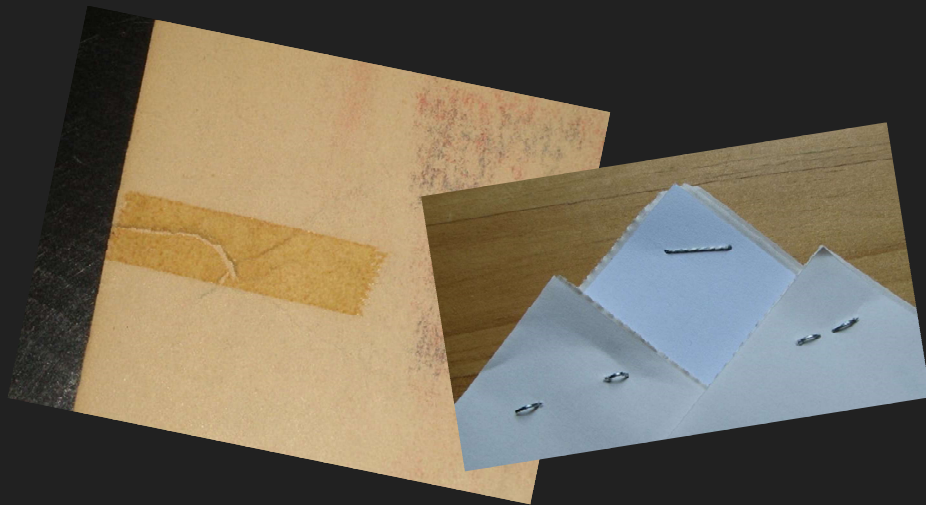


- Have a clean, clear, workspace
- Regularly dust this area with a damp cloth
- Don't eat or drink while originals are out
- Wash hands before handling paper, no lotions
- Paper may be handled with gloves

9 Things to Avoid 911's



Tape or Staples



- Makes you crazy!
- Best is a archive folder or a plastic paper clip

Glue



- What's a Glue Book?
- Do not remove what has been previously glued

9 Things to Avoid 911's



Writing in Pen



- Write in pencil
- Folders
- Sharpie is also acceptable

Water

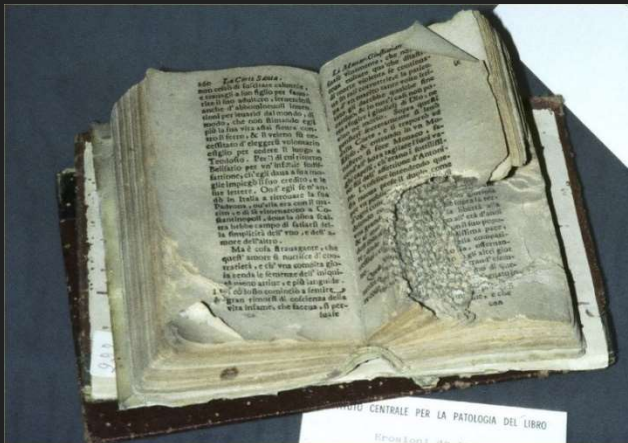


- Thirsty?
- Water is already present, stop the flow
- What to do if Collections Get Wet

9 Things to Avoid 911's

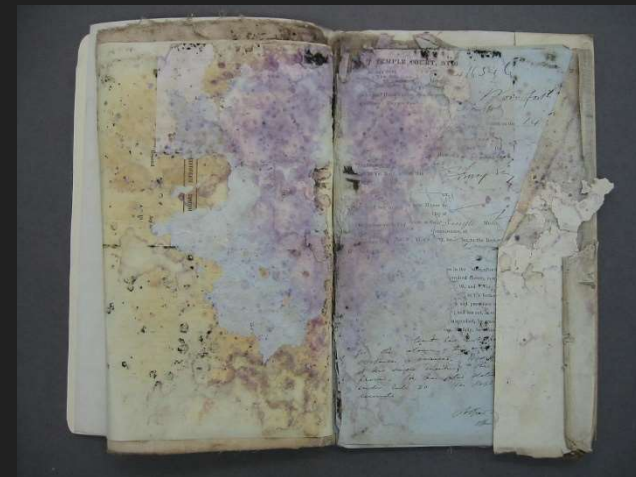


Rodents & Insects



- Identify the Pest
- Pest Control Measures
- *Door preventers

Mold



- Keep humidity low

Display and Engage



Get people thinking...

- Display in prominent areas
- Cuiro Cabinets
- Frames
- Host a time to share
- Time capsules
- Start a Committee
- Veteran Staff Knowledge

Meet USDC Records



Shauna Bradley, Me, Julie Taylor and Cassie Nielson

You will never know the
big picture, unless you dust it off.



1934 Utah State Training School
Employees

Common Archival Suppliers

Preservation Suppliers

- Brodart
<http://www.shopbrodart.com>
- Conservation Resources International
<http://www.conservationresources.com>
- Gaylord <http://www.gaylord.com>
- Hollinger Metal Edge
<http://www.hollingermetalede.com>

Light Impressions

<http://www.lightimpressionsdirect.com>

The Container Store

<http://www.thecontainerstore.com>

Cloud Storage

- Google Drive
<http://www.google.com>
- Backblaze
<http://www.backblaze.com>
- Sync <http://www.sync.com>

Additional Information & References

- <https://www.archives.gov/preservation/family-archives/handling.html>
- <https://www.archives.gov/preservation/family-archives/storing>
- <https://www.archives.gov/preservation/formats/motion-picture-film-playback-digitize.html>
- http://content.arma.org/IMM/JanFeb09/making_the_most_of_your_historical_assets.aspx